CC#6

Circular Letter No. 108.

May 4, 1910.

To Supervising Principals:-

The examination in English for Porto Rican teachers referred to in Circular Letter No. 102, dated April 19, will be held in headquarters' towns on Saturday, May 28. This examination will begin at 9 A.M. and will continue for two hours. The candidates are not to write their names on the examination papers. Examiners are to assign consecutive numbers to candidates, beginning with number 1. Have each candidate write his number preceded by the letters B.U. on each sheet. As each candidate hands in his papers be sure that each sheet is properly lettered and numbered. The Supervising Principal will be in charge of this examination. At 11A.M., all papers in the written examination are to be wrapped and sent uncorrected directly to the Department.

The oral examination will begin at 1 P.M. I am sending you enclosed the names of the persons who are to form the examining board in your district for this examination. You will please make the necessary arrangements with those teachers of English who live in your headquarter's town whose names appear on enclosed list. Those who do not live in headquarter's towns will be instructed by this office to report to the Supervising Principal sometime during the morning of the day set for the examination. Supervising Principals and others who are to serve on the examining boards in connection with th oral examinations in English for Porto Rican teachers are requested to observe the following instructions:

The examining board will be supplied with questions for the examination which will be sent by mail addressed to the local Supervising Principal, and should be received by him and kept unopened until the board has met for the examination. The local Supervising Principal, should arranged to have all teachers of each group meet at one time in a convenient place, where they should remain until the examination for that group is completed. In a room sufficiently distant from the room where the teachers meet to avoid any possibility of having the conversations overheard, the examining board is to require the presence of teachers one at a time, selecting them in any order which may seem preferable. In this room, there should be at hand at least one copy of each of the books used in the English Courses. As soon as the examination of any teacher has been completed the teacher should be dismissed and must not be allowed to return to the room in which the other teachers are gathered.

If the members of the examining board have any reason to believe that the questions used for a test have become known to any of the teachers before they present themself for examination, similar questions of equal difficulty may be substituted for those furnished by the Department. In the same package with the questionswill be inclused a sufficient number of record sheets to enable each one of the examiners to keep a separate record of his estimate of the standing of each teacher. These sheets will be ruled in columns for the names of the teachers and for an estimate on the reply to each of the questions asked in the tests.

When the examination is concluded each examiner is to reckon the total for each teacher according to his marking. The general average is then to be made and recorded on the record sheet of the local Supervising Principal. Each examiner is to sign the record sheets kept by the Supervising Principal who will immediately forward said record sheets as the report of the examining board to this Department.

The oral examination should be marked on the basis of 50. As there will be five questions each one should be marked on a basis of 10.

If any variation from the program provided by the Department is made, a special report should be forwarded outlining the change and the reasons for making it.

In addition to the above, please have the teacher or teachers in charge of groups during the year send in a statement of the attendance of each teacher in the different groups and the average of the work done during the year, whether good, fair or poor.

Yours very truly,

EDWIN G. DEXTER
Commissioner of Education